

# State telecommunications management manual

State of California  
Department of General Services

Telecommunications Division  
Sacramento, California

Category:

**Agency  
Telecommunications  
Management (ATM)**

Chapter Title:

**Directory Listing  
Coordinator (DLC)**

Chapter Number:

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## INTRODUCTION

The Agency Directory Listing Coordinator (DLC) is appointed by agency management and is the primary interface to TD Directory Services. A DLC's main functions are to:

- Submit changes in their agency's directory listing data files on a **monthly** basis or as major changes occur in order to update State Information Services' State Operator On-Line Information System.
- Submit changes in their agency's data files by the **annual** publication deadline for the production of the State of California Telephone Directory.

These updates are generally submitted using the "State Telephone Directory System Software" program. A certification statement, generated from this software, needs to be signed with all updates. For monthly submissions, the DLC signs the statement. However, for the annual submission deadline, **only** the primary Agency Telecommunications Representative (ATR) may sign the statement. See **Chapter 0708.0, State Information Services** and **Chapter 1101.0, State Telephone Directory**.

Each time a primary or backup DLC is changed, agency management is required to complete the "State Telephone Directory Listings Coordinators" form and submit it to the TD, CALNET Client Support, Directory Services. See **Chapter 0299.0, ATM Forms Index**. This process ensures that only designated DLC representatives have access to and maintain the confidentiality of state agency data files. The TD shall periodically provide information and guidance to the primary DLC by means of DLC bulletins.

***See Chapter 0101.0, TD Reference Guide, for all TD contact information referenced within this chapter.***